

**State of Washington**  
**DEPARTMENT OF ENTERPRISE SERVICES**  
**ENGINEERING & ARCHITECTURAL SERVICES**  
**OLYMPIA, WA**

**NOTICE TO CONSULTANTS**  
**REQUEST FOR QUALIFICATIONS**

Submittal Date: August 17, 2016

SERVICES REQUIRED for Project No. 2017-040; Kitchen Master Plan; Skagit Valley College, Mount Vernon, WA.

**Scope of Work**

Provide a field study and review of the existing Kitchen/Dining Facilities in the Gary Knutzen Cardinal Center in conjunction with existing and future academic programs to develop a Kitchen master plan for renovations and improvements.

There will be an **Informational Meeting** for this request on:  
Tuesday August 9, 2016 at 11:00 am

Skagit Valley College  
2405 East College Way, Mt. Vernon WA 98273-5899  
Cardinal Center Multi-purpose Room  
Bob Colasurdo, (206) 519-2183, [robert.colasurdo@des.wa.gov](mailto:robert.colasurdo@des.wa.gov)

**Selection Criteria**

Firms will be selected in a two-phase process: Phase 1 - short listing firms based on submitted information and Phase 2 - oral presentations and interviews of short listed firms.

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 200 possible points:

Qualifications of Key Personnel – Including Prime Subconsultants (100 points)  
Relevant Experience (100 points)

**Other Information**

The state reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

The Agreements for Consultant services will be the standard Engineering and Architectural Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

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Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 10% MBE, 6% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The consultant and all subconsultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate compliance reporting requirements. Additionally, all large project selections (fees over \$350K) are required to have a plan for Diverse Business Inclusion.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- B2Gnow: <https://des.diversitycompliance.com>
- The Office of Minority and Women's Business Enterprises: 866.208.1064 or [www.omwbe.wa.gov](http://www.omwbe.wa.gov),
- For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.407.8455 or [charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans' Affairs: 360.725.2169 or [www.dva.wa.gov](http://www.dva.wa.gov).

### **Submittal Requirements**

Submit required number of Statements of Qualifications, (6 copies) and one electronic copy, with the project number and title clearly identified on the front cover. Each of the submittals should include:

- Executive summary
- Federal form SF330 (Part II only)  
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.
- Consultant Diverse Business Inclusion Plan form may be found at:  
<http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx>
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
  - Covers, dividers, SF330, Consultant Diverse Business Inclusion Plan, and tab sheets are not included in page count total
  - Note, 11"x 17" fold outs can be included, but counted as two sheets.

To qualify for review, submittals must be delivered to the following address:

Attention: Angeline Ernst  
Department of Enterprise Services  
Engineering & Architectural Services  
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)  
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

Refer to the DES website for amendments to the published public notice and/or RFQ (<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>). It is the responsibility of the interested firms to track and obtain amendments.

**All submittals must be received no later than Wednesday August 17, 2016 prior to 2:00 PM** (as per date/time stamped by E&AS.)

For selection process questions please contact Angeline Ernst, 360.407.7965, [Angeline.Ernst@des.wa.gov](mailto:Angeline.Ernst@des.wa.gov).

For project questions please contact the Project Manager, Bob Colasurdo, (206) 519-2183, [robert.colasurdo@des.wa.gov](mailto:robert.colasurdo@des.wa.gov).

NO FAXED, OR E-MAILED COPIES WILL BE ACCEPTED.

### **Next Steps**

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase 2 Interviews will be scheduled for Tuesday September 6, 2016 at Skagit Valley College.

Firms will be notified of the selection results by the second week of September, 2016.

The State of Washington is an affirmative action employer. All submittals become the property of the State.